

CITY OF MOUNTAIN VIEW

YOUR CITY GOVERNMENT IN ACTION

The City of Mountain View encourages participation in local government.
This brief guide outlines basic information on the Council and its deliberations.



Matt Pear



Margaret
Abe-Koga



Nick Galiotto



Laura Macias



Tom Means



Ronit Bryant



Jac Siegel



CITY GOVERNMENT: HOW IT WORKS

Mountain View's City Charter established a council/manager form of government. The Council is the legislative body of the City. It sets policy and establishes the City's overall priorities and direction. The seven Councilmembers are elected at large for four-year terms that are staggered so that three or four Council seats are filled at the general municipal election in November of every even-numbered year. Service on the Council is limited to two consecutive full terms. Each year in January, the Council elects one of its members as Mayor and another as Vice-Mayor.

The City Manager is appointed by the Council and is responsible for the administration of City business. The City Attorney, City Clerk and City Auditor are also Council appointees. These officers serve at the pleasure of the Council; all other City employees are responsible to the City Manager.

For more information about the City of Mountain View, its organization and its activities, contact the City Clerk's Office at Mountain View City Hall, 500 Castro Street, Mountain View, California 94041, call 650-903-6304.

COUNCIL MEETINGS AND AGENDA

The City Council meets regularly on the second and fourth Tuesday of each month at 6:30 p.m. in the Council Chambers at City Hall, 500 Castro Street. Special meetings are called as necessary by the Mayor and noticed 24 hours in advance.

Agenda, staff reports and minutes are prepared for each meeting. The agenda lists the items coming before the Council for consideration, while staff reports give background, analysis and recommendations for each item.

Citizens may examine the agenda and staff reports at the Mountain View Public Library, 585 Franklin Street, beginning the Thursday evening before each meeting, and at the City Clerk's Office Friday morning. Agenda, minutes and staff reports can also be viewed on the City's web site at www.mountainview.gov and are available at each meeting. In addition, the current Council agenda is listed on City Cable Channel 26 and can be heard on the "Agenda Hotline" at 650-903-6305 starting at 4:30 p.m. on the Thursday before a Council meeting through the following Tuesday. And both Council minutes and the agenda are also available by mail through a subscription service or via electronic notification by providing e-mail address and requesting this service at [//www.mountainview.gov/services/engines.asp](http://www.mountainview.gov/services/engines.asp).

Council meetings are recorded and citizens may listen to the tapes in the City Clerk's office. Council meetings are also cablecast live on Cable Channel 26.

ADDRESSING THE COUNCIL

Citizens may address the Council on action items included in the agenda or on topics not included in the agenda. Agenda items typically include the "Consent Calendar," "Public Hearings," "Oral Communications" and "New Business."

Items on the Consent Calendar are not discussed individually but are approved as a group with one motion. If a citizen wishes to speak on an item on the Consent Calendar, he or she may come to the podium at the time announced by the Mayor and request that the item be pulled. If an item is pulled, it is considered after the Consent Calendar items are voted upon. Anyone wishing to address the Council on a nonagenda item may do so during the Oral Communications part of the agenda. Speakers are allowed to speak on any number of topics for one three-minute period during the meeting.

In Public Hearings, a verbal report is often first presented by City staff, and is then followed by a period for questions by the Council. After this, the Mayor opens the hearing.

Speakers are requested to fill out a blue card available at the rear of the Council Chambers and deposit it at the podium when they come forward to speak; this is to assure that names and cities of residence are accurately recorded in the minutes. Remarks should be limited to three minutes. If a large group wishes to express its views, it is more effective to have one spokesperson.

A COUNCIL-WATCHER'S GUIDE: VOCABULARY LIST

Common Terms You Will Hear

MINUTES: The written record of prior actions presented to the Council for approval at the following meeting. Minutes are not considered official until approved by the Council.

CONSENT CALENDAR: A listing of routine business items which are adopted with one motion, without discussion. However, any Councilmember, citizen or staff member may request that an item be pulled from the Consent Calendar for discussion and separate action. The item is then considered after the Consent Calendar items are voted upon.

PUBLIC HEARINGS: The formal process of getting opinion on major legislative matters as required by the City Code—assessment districts, rezonings, subdivisions, appeals, etc.

ORAL COMMUNICATIONS: The time during which citizens may address the Council on any matter not on the agenda. Topics brought up in this way are usually referred to the appropriate staff member who may prepare a report and possibly place it on a future agenda.

ITEMS INITIATED BY COUNCIL: Oral reports or items of City concern brought up by Councilmembers, even though such items are not on the agenda. No action will be taken on these items.

QUORUM: Requirement that four Councilmembers be present to conduct a meeting.

MOTIONS: The least formal of actions which ordinarily require four affirmative votes. However, a motion to approve an expenditure of funds which is not in the budget requires five votes.

RESOLUTIONS: Formal written motions acted upon by the Council.

ORDINANCES: Formal written documents enacting laws which can be enforced by the City. With few exceptions, ordinances become part of the City Code. Except for emergency ordinances, all ordinances require action at two separate meetings: At one meeting for the "first reading" and discussion, and at the second meeting for "second reading" and adoption by roll call vote. In order to forego the verbal reading of ordinances, a motion is typically passed to "waive reading." Most ordinances become effective 30 days following adoption.

STUDY SESSION: These are public meetings which the Council sets from time to time for a detailed review of important matters. They are sometimes held jointly with another City commission or governmental agency. No formal action may be taken at this time.

CLOSED SESSIONS: These are meetings held to discuss confidential matters such as litigation, personnel or real property. These are the only meetings closed to the public and the press.

SHORELINE REGIONAL PARK COMMUNITY, DOWNTOWN REVITALIZATION AUTHORITY AND MOUNTAIN VIEW CAPITAL IMPROVEMENTS FINANCING AUTHORITY: These are separate legal agencies formed to develop designated areas of the City or to finance City projects or programs. The governing board of each agency is the City Council, and often dual actions are taken.

CITY BOARDS, COMMISSIONS AND COMMITTEES

City commissions, boards and committees serve in an advisory capacity to the Council and take a closer look at matters ranging from zoning and land use to library policy, parks and recreation programs, and social concerns/cultural issues. Members are appointed by the Council for four-year terms, except for the Downtown Committee, which are three-year terms. Applications are available at the City Clerk's office. All meetings are open to the public.

LIBRARY BOARD: Advises the Council on library policy and services. This board meets on the third Monday of each month at 7:30 p.m. in the Conference Room of the Mountain View Library, 585 Franklin Street.

ENVIRONMENTAL PLANNING COMMISSION: Advises the Council on issues of land use, zoning, and long-range planning policy. This commission meets on the first and third Wednesday of each month at 7:00 p.m. in the Council Chambers and as needed.

PARKS AND RECREATION COMMISSION: Advises Council on matters pertaining to parks, recreation and forestry. This commission meets on the second Wednesday of each month at 7:00 p.m. in the Library Community Room, 585 Franklin Street.

HUMAN RELATIONS COMMISSION: Acts as an advisory body to the City Council on new and emerging social concerns/cultural diversity issues facing the community; serves as a forum for public discussion regarding social issues/concerns facing the community and its residents; and serves as a liaison/facilitator between City government and the public. This commission meets on the first Thursday monthly at 6:30 p.m. in the Plaza Conference Room, City Hall, 500 Castro Street.

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE: Makes recommendations on policy, improvement, operation and maintenance of the City's bicycle/pedestrian facilities. This committee meets on the last Wednesday of the month at 6:30 p.m. in the Plaza Conference Room, City Hall, 500 Castro Street.

DOWNTOWN COMMITTEE: Promotes the vitality of downtown Mountain View through recommendations to the City Council/Revitalization Authority on programs, projects and policies for economic development, a quality downtown environment and the maintenance and development of parking facilities. This committee meets the first Tuesday of every other month at 8:00 a.m. in the Plaza Conference Room, City Hall, 500 Castro Street, and as-needed. For more information, call the Economic Development Manager at 650-903-6306.

PERFORMING ARTS ADVISORY COMMITTEE: Acts in an advisory capacity to the City Council in matters pertaining to the Center for the Performing Arts. This committee meets on the third Wednesday of each month at 7:00 p.m. in the Center for the Performing Arts, Second Stage.

VISUAL ARTS COMMITTEE: Selects and recommends the purchase and placement of public art. The committee sets its own site selection criteria, coordinates art events, and determines art guidelines for specific locations, such as Downtown. This committee meets on the second Wednesday of the month at 6:00 p.m. in the Atrium Conference Room, City Hall, 500 Castro Street.

CITY DEPARTMENTS AND PROGRAMS

City departments implement Council policy decisions and deliver services to the community as prescribed by the Council.

CITY MANAGER

- City Administration
- Community Outreach
- Youth Resources

CITY ATTORNEY

- Legal Services
- Code Enforcement

CITY CLERK

- Official Records
- Elections

COMMUNITY DEVELOPMENT

- Building and Fire Permits and Inspections
- Community Development
- Block Grant
- Downtown Revitalization/ Parking
- Economic Development
- Neighborhoods
- Visual Arts
- Zoning & Planning

COMMUNITY SERVICES

- Mountain View Center for the Performing Arts
- Forestry and Roadway
- Landscape
- Parks and Open Space
- Recreation
- Shoreline At Mountain View
- Shoreline Golf Links

EMPLOYEE SERVICES

- Personnel Services

FINANCE AND

ADMINISTRATIVE SERVICES

- Accounting
- Budget and Treasury
- Information Services
- Payroll
- Purchasing and Administrative Services
- Revenue Collection
- Risk Management

FIRE

- Community Preparedness
- Environmental Safety
- Fire Prevention
- Fire Suppression

LIBRARY SERVICES

- Children's Services
- Support Services
- Reference Services
- Customer Services

POLICE

- Administration
- Emergency
- Communications
- Field Operations Division
- Investigative Services
- Division
- Support Services Division

PUBLIC WORKS

PUBLIC WORKS DIVISION

- Capital Improvement
- Engineering
- Solid Waste Management
- PUBLIC WORKS MAINTENANCE SERVICES DIVISION**
- Facilities Services
- Fleet Services
- Streets/Sidewalks
- Water
- Wastewater